

**Board of Supervisors of Elections**  
**Minutes | July 30, 2021 | Virtual Meeting**

Marc Mitchell, Board President, called the meeting to order at 9:05 a.m.

Present: Marc Mitchell, President

Josh Russin, Board Member

Saundra Nickols, City Attorney

Phyllis Hane, Legislative Clerk

Barbara Wagner, Interim Director, Frederick County Board of Elections

Marc Welch, Frederick County Board of Elections

Clifton Mowell, Frederick County Board of Elections

Shuan Butcher, Board Member, joined the meeting at approximately 9:30 a.m.

1. **Approval of minutes:** On a motion made by Mr. Mitchell and seconded by Mr. Russin the Board approved 2-0 the minutes of the June 4, 2021 meeting.
2. **Continued Discussion of 2021 Election Procedures:**

**The following items were discussed:**

- Drop box supplies including collection bins and tamper tape will be provided by Frederick County BOE.
- Logic and Accuracy Testing is scheduled for August 3-5. The Board will observe on August 4 either in person at the Count BOE warehouse or virtually via Teams
- The public demonstration of the voting equipment will take place on August 17 at 9:00 a.m. at the County BOE training room. The City will issue a public notice.
- Judges' training is scheduled for the week of August 30 through September 4. Board members are encouraged to attend as they are able.
- Early voting is scheduled for September 8 – September 11. Board members are encouraged to stop by the voting center. In addition, the Board will need to be available by phone throughout the early voting period.
- Board members were also reminded they will need to be available on Primary Election Day, September 14 from 7:00 a.m. to 8:00 p.m.
- The election results will be certified on Tuesday, September 21, 2021.
- In order to utilize the ballot tracking portal provided by NPC, voters will need to search by their voter ID. Additional information will be included in the ballot mailing to bring this to the voters' attention.

In addition, the Board discussed curing of mail-in ballot envelopes. This process allows voters who may have neglected to sign the oath on the envelope to complete that action prior to the final canvass so that the vote will be counted. Ms. Wagner will forward guidelines established by the State for review and the Board will determine parameters for the City election at their next meeting.

As campaign finance reports will be due soon, a question was raised as to whether candidates should be permitted to submit the reports electronically. It was the consensus of the Board that this should be allowed.

**3. Next Meeting Date:** The next meeting will be August 23, 2021 at 9:00 a.m.

**4. New Business:** There was no new business.

The meeting was adjourned at 9:43 a.m.